

Identity Management User Manual

*Managing
Electronic Burial Permit
User Access*

September 2013

DOCUMENT REVISION HISTORY

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0.1	Sep 30, 2011	Pamela Simpson	Initial draft
0.2	Oct 27, 2011	Pamela Simpson	Removed Edit Attributes and Change User Password sections
0.3	Feb 9, 2012	Pamela Simpson	Updated verbiage within numerous sections for clarification.
0.4	Sept 12, 2013	Perry Vonk	Updated IDM link
1.0	Sept 16, 2013	Crystal Jones	Updated for Electronic Burial Permit User Approvals
1.01	Sept 23, 2013	Crystal Jones	Added New User Setup – Step 3

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Introduction

Funeral Homes have full control over who can access the Electronic Burial Permit (EBP) application. User registration and login is conducted utilizing the **myeHealth** website. Managing user access is conducted using the **Identity Manager** website.

This guide is intended to assist in using the Identity Manager website. It does not cover the **myeHealth** website of the EBP application.

New User Requests

To gain access to the Electronic Burial Permit (EBP) application, the first step is to register a new account at *myeHealth*. As part of this process, new users will select an organization. When a user selects your organization as part of this registration an email will be sent directly to those listed on the Organization Request form as the Primary Administrative Contact and any individuals listed as an Authorized Approver.

The email will include the text below:

Access has been requested for: <fullname>.

Please proceed to the Identity Management Administrator
<https://idm.ehealthsask.ca/idm/approval/approval.jsp> website to approve or reject this request.

This is a post-only mailing. Replies to this message are not monitored or answered.

To complete the approval, you will need to login to the Identity Manager website and then complete the approval.

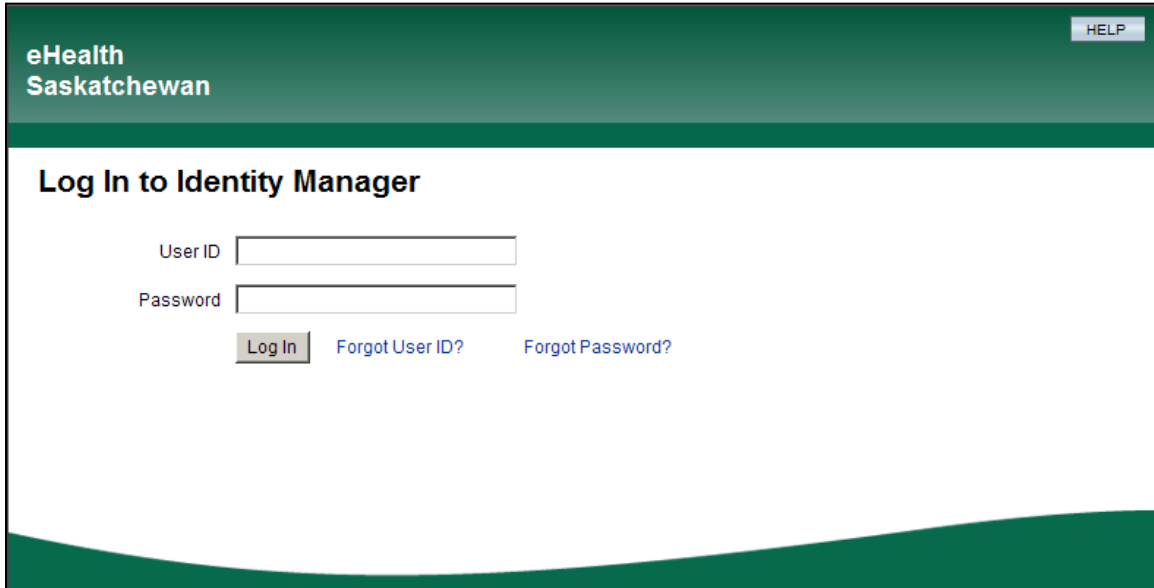
DO NOT use the Identity Management Administrator link provided in the email.
See [Logging into Identity Manager \(IDM\)](#) for more information on how to log on.

Identity Manager (IDM) Login

To log into IDM, go to the following website:

<https://idm.ehealthsask.ca/idm/approval/approval.jsp>

Enter your **User ID** and **Password** you use to log into EBP, and select **Log In**. If you've forgotten your User ID or Password, select the links provided for more information on how to retrieve this information.



The screenshot shows the login interface for the eHealth Saskatchewan Identity Manager. At the top, there is a dark green header with the text "eHealth Saskatchewan" on the left and a "HELP" button on the right. Below the header, the main content area has a white background. The title "Log In to Identity Manager" is displayed in bold. Underneath, there are two input fields: "User ID" and "Password". Below the "Password" field, there is a "Log In" button, a link "Forgot User ID?", and a link "Forgot Password?". The bottom of the page features a dark green decorative wave shape.

New User Setup

Step 1: Approving/Rejecting Requests

To approve/reject a user's access to the Electronic Burial Permit application, follow these steps:

1. Select the **Work Items** tab.
2. From the list of secondary tabs, select the **Approvals** tab.

Logged in as: oapprove LOGOUT HELP

eHealth Saskatchewan

Home Accounts Passwords **Work Items** Server Tasks

My Work Items **Approvals** Attestations Remediations Provisioning Requests Compliance Violations Other History Delegate My Work Items

Awaiting Approval

Check a box next to a pending request to select it. Click **Approve** to approve the request or **Reject** to deny it. To sort the request list, click a column title.

List Approvals for:

<input type="checkbox"/>	Request	Requester	Date of Request
<input type="checkbox"/>	Approve Organization Top:Health Authorities:SKTNHR:City Hospital:Pharmacy	hisconfig	Friday, September 30, 2011 10:49:38 AM CST

3. Check off the checkbox for the user requesting access. You can select multiple requests at a time.
4. Select one of the following:
 - a. **Approve** to approve access to the application. Once you've approved the user access to the application, they will receive an email notifying them of the approval.
 - b. **Reject** to deny access to the application. Once you've rejected the user access to the application, they will receive an email notifying them. It is recommended that you add comments to the request before rejecting.
 - c. **Forward to....** to send this request onto another Authorized Approver
 - d. **Cancel** to go back to Awaiting Approval screen.

Step 2: Assigning User Roles

To assign a user to the Electronic Burial Permit application, follow these steps:

- ▶ Select the **Accounts** tab.
- ▶ Expand your Funeral Home folder by clicking on the arrow. The arrow will face downward when your list is fully expanded.
- ▶ Select the user from your list by clicking on their username.

Logged in as: ptest
eHS Identity Manager - ADMIN 1054

Home Accounts Passwords Work Items Server Tasks

List Accounts Find Users

Key: administrator locked administrator user locked user organization directory junction disabled partially disabled update needed

User List

Reset View New Actions User Actions Organization Actions Search Organizations Starts With:

Name	Last Name	First Name
Acadia-McKague's Funeral Centre		
ptest	test	perry
HOLDING		

Reset View New Actions User Actions Organization Actions Search Organizations Starts With:

- ▶ The Edit User screen will open. Select the **Roles** tab.
- ▶ Select the **Add** button.

Edit User

Enter or select attributes for this user, and then click Save.

Identity Resources Roles Security Delegations

Account ID ptest

☐ Evaluate and update assignment of Role Manager Roles

Current All Role Types

Name	Type	Activate On	Deactivate On	Assigned By	Status
BR-Electronic Burial Permits User	Business Role				Assigned
IT-Default Assignments	IT Role		Deassignment	BR-Electronic Burial Permits User ORG-Dalmeny Funeral Home	Assigned
IT-Electronic Burial Permits User	IT Role		Deassignment	BR-Electronic Burial Permits User	Assigned
IT-ORG-Dalmeny Funeral Home	IT Role		Deassignment	ORG-Dalmeny Funeral Home	Assigned
ORG-Dalmeny Funeral Home	Business Role				Assigned

Add... Remove

Save Cancel Recalculate Refresh

- A list of options will open. Check off the **BR-Electronic Burial Permits User** checkbox.
- Select **OK**.

<input type="checkbox"/>	▼ Name	Type	Description
<input type="checkbox"/>	BR-Electronic Burial Permits User	Business Role	
<input type="checkbox"/>	ORG-Acadia-McKague's Funeral Centre	Business Role	
<input type="checkbox"/>	ORG-AHA	Business Role	Users that belong to Athabasca Health Authority
<input type="checkbox"/>	ORG-CHRA	Business Role	Cypress Hill Regional Health Authority
<input type="checkbox"/>	ORG-FHHR	Business Role	Members of the Five Hills Health Region
<input type="checkbox"/>	ORG-HRHA	Business Role	
<input type="checkbox"/>	ORG-KTHR	Business Role	Members of the Kelsey Trail Health Region
<input type="checkbox"/>	ORG-KYHRA	Business Role	
<input type="checkbox"/>	ORG-MCR	Business Role	
<input type="checkbox"/>	ORG-PAPHR	Business Role	
<input type="checkbox"/>	ORG-PNRHA	Business Role	
<input type="checkbox"/>	ORG-RQHR	Business Role	
<input type="checkbox"/>	ORG-SCA	Business Role	
<input type="checkbox"/>	ORG-SCHR	Business Role	
<input type="checkbox"/>	ORG-SKTNHR	Business Role	A group to hold membership in the Saskatoon Health Region

OK Cancel

Step 3: Notify Vital Statistics

To complete the process, notify Vital Statistics that you have a user requiring access to the Electronic Burial Permit. Contact by either:

- phone 1-855-eHS LINK (347-5465)
- email VitalStatistics@eHealthSask.ca

Please supply the following information:

- User's first and last name
- User's funeral home address (including street address, city/town and province)

Delegate Work Items

If you are going to be away from the office you can delegate your work items to another Authorized Approver. When your delegation is set you will not receive any email notifications between the start and end dates of the delegation.

To delegate your work items, follow these steps:

1. Log into Identity Manager
2. Select the **Work Items** tab.
3. Select the **Delegate My Work Items** tab. The filter will default to 'All Items'. If you have used the delegations tab before, you will see all of your ended delegations too.

Logged in as: ptest
eHS Identity Manager - ADMIN 1054

Home Accounts Passwords **Work Items** Server Tasks

My Work Items Approvals Attestations Remediations Provisioning Requests Compliance Violations Other History **Delegate My Work Items**

Current Delegations

Select a work item type delegation to edit or select one or more work item types to end delegation.

Current **New** Previous

You have no delegations. Click **New** to delegate your work items.

Save Cancel

4. Select the **New** tab.

Logged in as: ptest
eHS Identity Manager - ADMIN 1054

Home Accounts Passwords Work Items Server Tasks

My Work Items Approvals Attestations Remediations Provisioning Requests Compliance Violations Other History Delegate My Work Items

New Delegation

Select a work item type to delegate and then complete all required fields.

Current New Previous

Select Work Item Type to Delegate All Work Item Types *

Delegate Work Items To Selected User *

User Selected

Add from search...

Remove

Start Date *

End Date *

OK Cancel

5. From the **Select Work Item Type to Delegate** dropdown list, select **All Work Item Types**.
6. From the **Delegate Work Items To**, select **Selected User**.
7. Select the **Add from search...** button.
8. Fill in the field **Starts with** field with the user id that you wish to delegate your work items too. Click **Find**. This will populate the next section with the possible users.
9. Highlight the correct user by clicking on the user id and Select **Add**. The selected user will appear in the previous section.
10. Enter a **Start Date** and **End Date**.
11. Select **OK**.
12. You will be directed to the Current Delegations screen and should be able to see the Delegation you just created. Click **Save**.